

Indiana Conservation Consultation Incentive Program (CCI) Step by Step Process

APPLICATION PHASE		
Step #	WHO	DOES WHAT
1.	CCA or SWCD Technician	Promote availability of CCI in their respective county(s) and eligible watersheds and work with interested CCI applicants to determine preliminary eligibility and feasibility of enrollment into the Indiana CCI.
2.	Producer	Expresses their interest in CCI and begins to plan with their CCI representative (SWCD Technician or Private Crop Consultant) by beginning to develop their CCI Producer Worksheet and conservation practice components.
3.	CCA or SWCD Technician	<p>For each offer:</p> <ol style="list-style-type: none"> 1) Works with interested producers to determine eligibility for enrollment into the CCI by determining the following: <ol style="list-style-type: none"> i) Offered acreage meets the eligibility requirement of being located in the eligible watersheds. ii) Verify ownership or <u>control</u> of the acreage by the producer for the year of the practice iii) Verify acreage meets other programmatic requirements for the practices that will be applied (i.e. surface water for buffer or filter) 2) Explains the CCI Practice Guidance Document and shares the payment process and steps for completion of the program to the producer. 3) For each eligible producer wishing to continue, the following will be forwarded via email to the local SWCD Coordinating office within 30 days* to begin the obligation of funds process: <ol style="list-style-type: none"> a) CCI Producer Tracking Sheet with yellow portion completed

NRCS = local NRCS Office; FSA = local FSA Office; Producer = Producer eligible to submit CRP Offer
 DC = District Conservationist; CIT = Conservation Implementation Team; ISDA = Indiana State
 Department of Agriculture CREP Coordinator

* = **Suggested Time Frames**

APPLICATION PHASE - continued		
Step #	WHO	DOES WHAT
NOTE: ISDA is responsible for all Technical Aspects of CCI and will approve/sign all applicable, final documents prior to payment of incentives.		
4.	Coordinating SWCD	<ol style="list-style-type: none"> 1) Receives the Tracking Sheets from the PCC or SWCD Technician, records the funding needs and monitors the availability of funds as practices are obligated. 2) Cross checks for duplications by producers or the location of the practice being offered across multiple participating consultants and confirms that the land is located within the participating watersheds. 3) Identifies each eligible practice's specific location on an <i>Aerial Photo</i>. NOTE: for sites or producers that are not eligible, the consultant must be notified immediately. 4) Completes the pink blocks for funding obligation in the Tracking Spreadsheet. 5) Sends a confirmation notice to the consultant to verify that the producer nominations have been accepted and will be eligible for payment at the completion of the practice
5.	Producer	<ol style="list-style-type: none"> 1) Works with their consultant to complete the worksheet and the practices eligible for the CCI payment. 2) Provides the documentation or payment receipts needed to accompany the worksheet to the consultant.

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APPLICATION PHASE - continued		
Step #	WHO	DOES WHAT
6.	PCC or SWCD Technician	<ol style="list-style-type: none"> 1) Submits the Worksheet and supporting documents to the coordinating SWCD for payment. 2) Continues to monitor and support the producer with pertinent information concerning their practices and their satisfaction with the program. 3) Refer any interested producers to ISDA or their SWCD for further assistance with additional conservation programs and funding opportunities.
7.	Coordinating SWCD	<ol style="list-style-type: none"> 1) Submits a copy of the worksheet along with supporting documentation to the ISDA Grants Coordinator for payment approval. 2) Upon notification of approval by the ISDA Grants Coordinator, makes payment of the consultant incentive and the producer incentive to the participating PCC. 3) Maintains the tracking spreadsheet to be submitted to the ISDA Grants Coordinator at the completion of the funding and the program.
8.	ISDA	<ol style="list-style-type: none"> 1) Compiles all data, tracking sheets and worksheets across all watersheds 2) Generates a final report for each watershed and for the program to assist in evaluation of the value of the program 3) Works with all participants to gather input and to develop long term opportunities for partnerships, such as this, for statewide programs and conservation promotion.

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